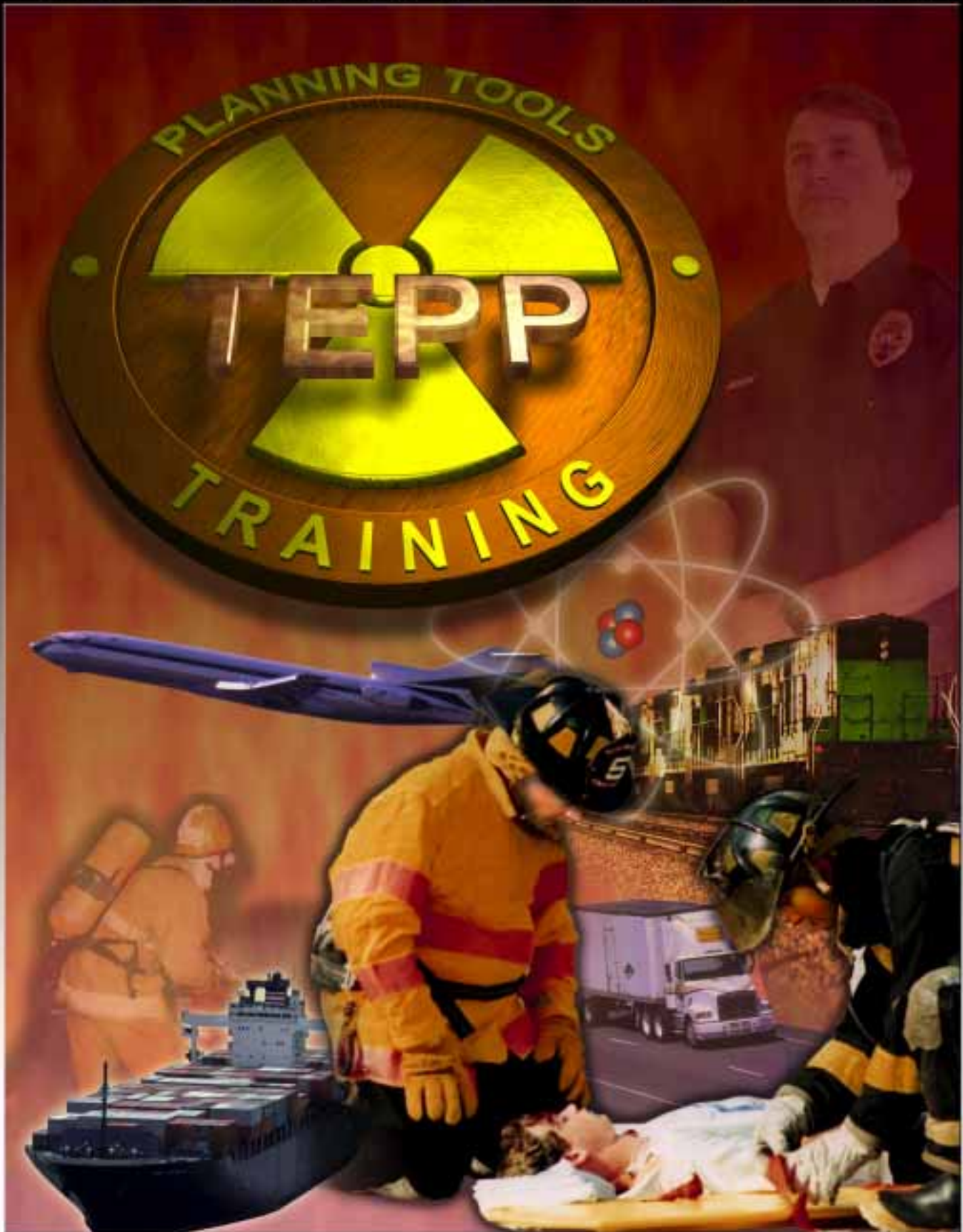




DEPARTMENT OF ENERGY



**Checklist for Planning and Conducting the
Transuranic (TRU) Waste
(Class 7 Radioactive) Emergency
Response Tabletop**

Prepared For The Department of Energy Office of Transportation and Emergency Management

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Transportation Emergency Preparedness Program (TEPP)

Checklist for Planning and Conducting the Transuranic (TRU) Waste (Class 7-Radioactive) Emergency Response Tabletop



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Checklist for Planning and Conducting the Transuranic (TRU) Waste (Class 7-Radioactive) Emergency Response Tabletop

(For Additional Information Refer to the *Guidance for Planning, Conducting, and Evaluating Transportation Emergency Preparedness Tabletops, Drills and Exercises*)

Phase 1 - Planning

1. ___ Determine the scope, objectives, and extent of play for the tabletop (tabletop may be modified to meet local needs and objectives).
2. ___ Determine tabletop participants.
3. ___ Establish schedule and plan for the tabletop (schedules proposed within the TRU waste tabletop package may be modified for local site conditions).
4. ___ Notify proposed participating agencies and confirm support.
5. ___ Determine and secure location for tabletop.
6. ___ Establish personnel assignments.
7. ___ Prepare tabletop packages for all participants (players and moderator).
8. ___ Determine and acquire audio/visual equipment and aids needed for tabletop.
9. ___ Modify the initial conditions in the moderator guide and participant handout, (if necessary) to match the meteorology in your area.
10. ___ Modify the shipping document included in the tabletop package to include tabletop specific information (such as emergency response phone number). Boxes on the shipping document where information should be provided are marked with an "X."

Phase 2 - Tabletop Setup

1. ___ Ensure all personnel know the schedule.
2. ___ Ensure all overheads have been evaluated and validated prior to set up.
3. ___ Set up the room for the tabletop.
4. ___ Ensure facility lighting and heating are sufficient for planned activity.

Phase 3 - Tabletop Play

1. ___ Ensure players and moderator are in place.
2. ___ Ensure all players have their packets.
3. ___ Distribute attendance sheet for signatures.

Phase 4 - Post Tabletop Activities

1. ___ Conduct tabletop debriefing.
2. ___ Document tabletop performance, evaluations, and lessons learned.



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